

IDL TIMBER SALE WEBSITE USER GUIDE

Online Timber Sales

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Table of Contents

Search for Sales..... 1

Timber Sales Results 2

Sale Details 2

Subscribe to Active Timber Sales 3

Post Sale Documents..... 3

Login/Create an Account..... 4

Modify Your Account & Sign up for Notifications 5

Search for Sales

There are 3 ways to search for a Timber Sale:

- 1) Enter an Area Name, Sale Name or Sale Type
- 2) Date Range of a Timber Sale with a Sale Plan or Auction Date within the specified date range
- 3) All Timber Sales within a Supervisory Area.
 - a. You can search on multiple supervisory areas by choosing one or more checkboxes on the left hand side.
 - b. Or you can search on a specific supervisory area by choosing the area on the map on the right hand side. When you hover over the map, the supervisory area and office name in that area will appear to the right of the map.

Search Timber Sales

Search timber sales by using one of the three options below, or more than one for a more specific search.

1 Name Search

Enter an Area Name, Sale Name or Sale Type.

2 Date Range Search

Choose a Sale Plan Date or an Auction Date.

3 Supervisory Area Search

Hover over an area on the map to view its name, then click on an area name to view details. Or, to choose more than one area, check multiple boxes.

- ☐ Priest Lake
- ☐ Kootenai Valley
- ☐ Pend Oreille
- ☐ Mica
- ☐ Cataldo
- ☐ St. Joe
- ☐ Ponderosa
- ☐ Clearwater
- ☐ Craig Mountain
- ☐ Maggie Creek
- ☐ Payette Lakes
- ☐ Southwest
- ☐ South Central
- ☐ Eastern



Figure 1: Homepage Search

There are also two Quick Searches on the left hand menu called:

All Salvage Sales

All Sales with Auction Dates

When you click on either of these titles, the search will automatically initiate.

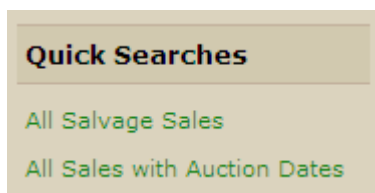


Figure 2: Quick Search

Timber Sales Results

The search results page will display the following information on a Timber Sale:

- Sales Name
- Location of Sale
- Area Name
- Sale Plan Date
- Auction Date – Date Sale is scheduled for Auction
- Sale Type - Salvage or Timber
- Sale Status:
 - Draft: Sale documents are being prepared.
 - Pending: Documents are being reviewed by land board
 - Active: Sale is live (prior to oral auction).
 - Scheduled for Auction: Auction is scheduled
 - Sold: Sale has been sold

IDL Timber Auction

Listed below are the results of your search - click on a Sale Name to view details. You may sort the list by clicking on a column heading. Hover over a column heading for a short description.

Search for sale						
Results Per Page 10						
Displaying 1 - 4 of 4.						
Sale Name	Location	Area Name	Sale Plan Date	Auction Date	Sale Type	Sale Status
Sale Name	Sale Location	Cataldo	Summer 2008	11/12/2007	Timber Sale	Sold
Laura's Test Sale	Green Hills	Cataldo	Summer 2008	11/1/2007	Timber Sale	Sold
Sale Name	Sale Location	Cataldo	Summer 2008		Timber Sale	Draft
november 6 sale	blah blah	Eastern	Summer 2008		Timber Sale	Draft
<div>Modify Search</div> <div>New Search</div>						

Figure 3: Search Results

You can sort the data in each column by clicking a column heading.

To view the details and associated documents for a particular Sale, click on the Sale Name.

Sale Details

The sale details will include the Sale Name, Sale Number, Sale Volume and Sale Date.

The sale documents are arranged in Presale and Post Sale categories. Click on the word (show) and a list of sale documents will appear and include the document title and the pdf file. If you click on the pdf file, the document will open in a new window. If the sale is in a Draft or Pending Sale status a 'Draft' watermark will appear at the top of each page of the pdf document.

Sale Name Documents

Sale Number: CS-12345

Sale Volume: 123 MBF, 123 LF, 123 Tons

Pre Sale Documents [hide]

Logging Cost Estimates [SiteMap.pdf](#)

Sale Map [SiteMap.pdf](#)

Return to Results

Figure 4: Sale Documents

Subscribe to Active Timber Sales

You are able to receive emails on Timber Sales that become ‘Active’. When you are logged in (See Instructions on how to Create an Account), go to the Sale Detail page and select the “Subscribe” button. Once you click this, you will receive an email when this specific Timber Sale becomes Active.

Sale Name Documents

Sale Number: CS-12345

Sale Volume: 123 MBF, 123 LF, 123 Tons

Pre Sale Documents [hide]

Logging Cost Estimates [SiteMap.pdf](#)

Sale Map [SiteMap.pdf](#)

Notify me when this sale become active:

Subscribe

Return to Results

Figure 5: Subscribe to Active Sales

At any time you would like to unsubscribe to this sale notification, you can log into your account and click ‘Unsubscribe’ link in the Active Sale Subscription Area.

Post Sale Documents

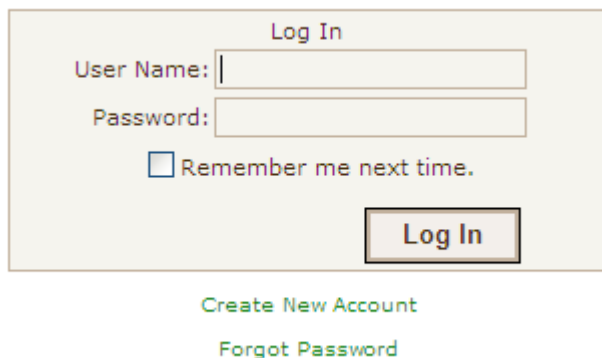
Once the Sale is in a sold status, there are 2 types of documents:

- Documents available for the public to view
- Documents available for the Purchaser to view

If you are the Purchaser of the Timber Sale, you must logon to view the post-sale documents.

Login/Create an Account

To create an account, click on the 'Create New Account' on the Login/Create an Account page.



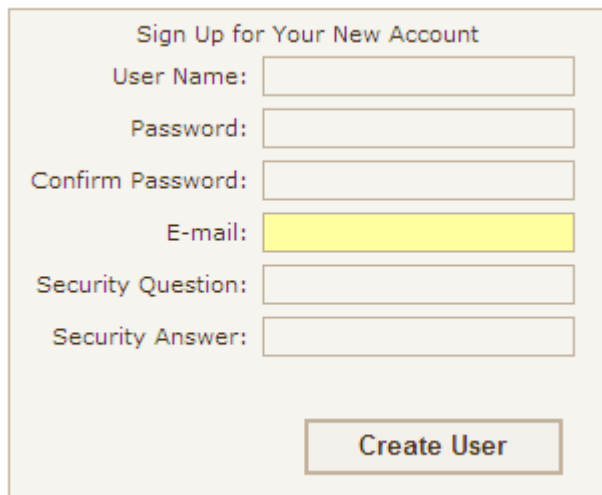
The login form is titled "Log In" and is contained within a light beige box. It features two input fields: "User Name:" and "Password:". Below the password field is a checkbox labeled "Remember me next time.". A "Log In" button is positioned at the bottom right of the box. Below the box, there are two links: "Create New Account" and "Forgot Password", both in green text.

Figure 6: Logon Page

To setup an account, the following information is required:

- User Name
- Password
- Confirm Password
- E-mail
- Security Question
- Security Answer

And click 'Create User'



The "Sign Up for Your New Account" form is a light beige box containing several input fields: "User Name:", "Password:", "Confirm Password:", "E-mail:", "Security Question:", and "Security Answer:". The "E-mail:" field is highlighted in yellow. A "Create User" button is located at the bottom right of the box.

Figure 7: New Account Setup

You will receive confirmation that you successfully created your user account and click 'Continue' to be directed to the Sale Search page.

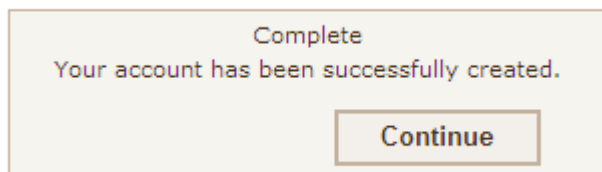


Figure 8: Created Account Confirmation

Modify Your Account & Sign up for Notifications

Go to the 'User Account' main menu item once you have logged in. Here you can perform four functions:

1. Change Password
2. Update email Address
3. Unsubscribe to Active Sale Subscriptions
4. Region Notifications

Change Password

Enter your old and new password and click "Change Password" to register your new password.

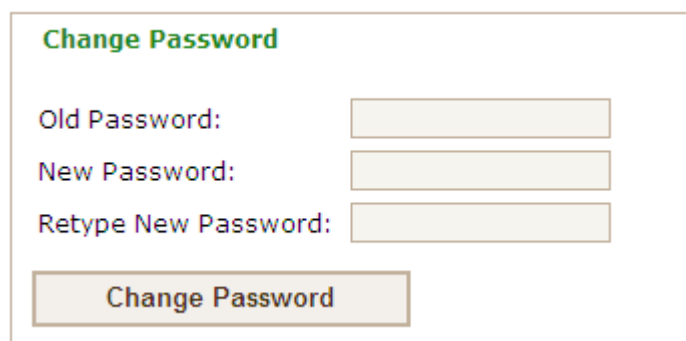
A light beige rectangular box with a thin brown border. At the top left, the text "Change Password" is written in a bold, green, sans-serif font. Below this, there are three rows of labels and input fields. The first row has the label "Old Password:" in a brown, sans-serif font followed by a light beige rectangular input field. The second row has the label "New Password:" in a brown, sans-serif font followed by a light beige rectangular input field. The third row has the label "Retype New Password:" in a brown, sans-serif font followed by a light beige rectangular input field. At the bottom center, there is a rectangular button with a brown border and the text "Change Password" in a bold, brown, sans-serif font.

Figure 9: Change Password

Update email Address

Enter your new email address a click 'Update Email' to register your new email address

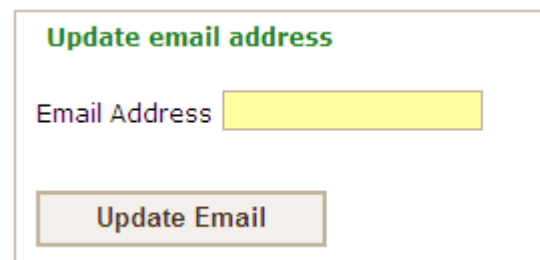
A light beige rectangular box with a thin brown border. At the top left, the text "Update email address" is written in a bold, green, sans-serif font. Below this, there is a row with the label "Email Address" in a brown, sans-serif font followed by a yellow rectangular input field. At the bottom center, there is a rectangular button with a brown border and the text "Update Email" in a bold, brown, sans-serif font.

Figure 10: Update Email

Unsubscribe To Active Sale Subscriptions

At any time you would like to unsubscribe to this sale notification, you can click on the 'Unsubscribe' link in the Active Sale Subscription Area.

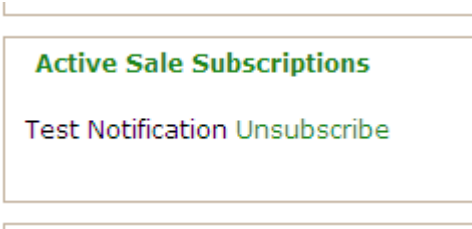


Figure 11: Unsubscribe to Active Sale

Region Notifications

You are able to receive email notifications when Timber Sales in a specific Supervisory sale have an updated document added. You can receive email notifications on a Daily, Weekly or Monthly timeframe. Go to the Region Notification section, and check the checkboxes for the Supervisory Area you want to be notified and specify the timeframe.

You can update or change this at anytime.

A screenshot of a web form titled "Region Notifications" in green text. Below the title is a list of 15 regions, each with an unchecked checkbox and a dropdown menu set to "Weekly". The regions are: Priest Lake, Kootenai Valley, Pend Oreille, Mica, Cataldo, St. Joe, Ponderosa, Clearwater, Craig Mountain, Maggie Creek, Payette Lakes, Southwest, South Central, and Eastern. At the bottom of the form is a large, light-brown button labeled "Update Subscriptions".

Region	Frequency
<input type="checkbox"/> Priest Lake	Weekly
<input type="checkbox"/> Kootenai Valley	Weekly
<input type="checkbox"/> Pend Oreille	Weekly
<input type="checkbox"/> Mica	Weekly
<input type="checkbox"/> Cataldo	Weekly
<input type="checkbox"/> St. Joe	Weekly
<input type="checkbox"/> Ponderosa	Weekly
<input type="checkbox"/> Clearwater	Weekly
<input type="checkbox"/> Craig Mountain	Weekly
<input type="checkbox"/> Maggie Creek	Weekly
<input type="checkbox"/> Payette Lakes	Weekly
<input type="checkbox"/> Southwest	Weekly
<input type="checkbox"/> South Central	Weekly
<input type="checkbox"/> Eastern	Weekly

Update Subscriptions

Figure 12: Region Notifications